



Burton & Winkton Parish Council

Recording of Meetings Policy

Adopted September 2025



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Recording of Meetings Policy

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Purpose

This policy sets out how Burton & Winkton Parish Council manages the recording of its public meetings, to ensure openness, transparency, and compliance with the law.

Legal Context

This policy reflects the provisions of:

- **The Openness of Local Government Bodies Regulations 2014**
- **Data Protection Act 2018** and **UK GDPR**

Members of the public and press have a statutory right to film, photograph, and make audio recordings of public meetings.

Council Recordings

- The Council may make audio or video recordings of meetings for minute-taking and transparency.
- Recordings (if made) will be retained for no longer than 3 months and then deleted, unless needed for legal or procedural purposes.
- These recordings are **not the official record**; approved minutes remain the formal record of proceedings.

Notice to Attendees

- The Clerk will announce at the start of each meeting if recording is taking place.
- A notice will be displayed at the meeting venue.
- Public participation sessions may be recorded as part of the overall meeting. Anyone wishing not to be recorded should inform the Clerk before the meeting.

Recordings by the Public

- Members of the public may record, film, or broadcast meetings, including using social media.
- Recording must be carried out in a non-disruptive manner.
- The Chair may halt proceedings if recording becomes intrusive or interferes with the meeting.



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Exempt Items (Part 2)

Recording is not permitted during confidential (Part 2) sessions. All recording devices must be switched off when the Council resolves to enter private session.

Safeguards

- The Council will ensure that any personal data captured is handled lawfully.
- Recordings will not be edited in a way that misrepresents proceedings.

Adopted by Burton & Winkton Parish Council

Date: September 2025

Review Due: September 2027